

23 Apr 1977

MEMORANDUM FOR: Chief, Support Staff, NPIC/DDI

SUBJECT : Storage of NPIC Models at Agency
Records Center

1. Your request to store some NPIC models in the Agency Records Center has been studied here and the extent of the problem in other components was discussed with the Agency Records Management Board. The scope of the problem Agencywide was reviewed, the relationship of the models to records was studied, and availability of secure storage and transportation facilities were considered.


2. The CIA Records Officer recommended to me that the models be analyzed as Agency records and included in the Records Control Schedules for temporary storage in the Records Center basement. He found the models have a bulk and unorthodox sizes that preclude their being stored on the Center shelves with the boxes of records and that no other space is available in the Records Center. He proposed that during their temporary storage they be reviewed by representatives of his Staff and the Historical Staff to identify those of historical significance and continuing value deserving permanent retention as Agency Archives. He discussed his position and plan with your Records Officer who visited the Center with your Security Officer and examined the site. They found the storage facilities acceptable with minor alterations for security purposes. They also prefer to have NPIC transport the models because of security.

3. The Records Management Board met on 30 March and discussed the question. They received a briefing on NPIC models. They found from their inquiries that no other components have a similar storage requirement at present but that they saw an eventual need for a program to preserve various Agency artifacts. They felt that storage in the Logistics Warehouse at was not appropriate for this type material.

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GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

4. The existing procedure for identifying and scheduling Agency records for storage, retrieval, and disposal can be applied to the subject NPIC models. A limited amount of our temporary storage space can be made available for three years. Other arrangements will have to be made for those identified for permanent retention. Eventually the temporary models will be returned to NPIC for dismantling and disposal since they can not be incinerated with the other records. If you have no objection, I shall instruct the Agency Records Officer to proceed with the proposed scheduling and storage of your models to the extent the identified space will accommodate them.


Chief
Support Services Staff

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